



# Summer Meals Newsletter

NOVEMBER 2015

SUMMER 2015 WAS A WIN!  
TIME FOR NEXT YEAR'S PLANNING TO BEGIN!

## Partnership of the Month: Federal Transit Administration (FTA)

### Upcoming USDA and Partner Events

**November 5th, 1:00 PM EST**

Food, Research & Action Center  
(FRAC): Building a Summer Meals  
Workgroup Call

[http://org2.salsalabs.com/o/5118/p/salsa/event/common/public/?event\\_KEY=78245](http://org2.salsalabs.com/o/5118/p/salsa/event/common/public/?event_KEY=78245)

**November 19th, 11:00 AM EST**

USDA-FNS Fall Policy Release  
Webinar

<https://cc.readytalk.com/r/wcs6mtjsqajo&eom>

The FTA's new effort aims to expand access to Summer Meals through improved options for transportation. In partnership with USDA-FNS, the FTA and the National Center for Mobility Management (a technical assistance center funded by the FTA), hosted a "Ride to Meals" webinar highlighting partnership ideas to leverage transportation and funding resources.



Examples include: shuttle services for children and parents to and from summer meal sites; meal delivery to summer meal sites utilizing FTA-funded vehicles; and partnerships with older adult service agencies to collaborate on meal service and transportation, to include children. Funds from Program sponsoring organizations may be used at the local level to match FTA grants. Check out the webinar by visiting [www.nationalcenterformobilitymanagement.org](http://www.nationalcenterformobilitymanagement.org).

## Reaching Migrant Children

Children from migrant households are more likely to experience food insecurity than their peers, making connecting migrant children with Summer Meals an important priority for us all. State agencies can reach more children from migrant and farmworker communities by prioritizing outreach to migrant organizations during sponsor and site recruitment efforts.

To establish eligibility for a migrant site, State agencies must collect information certifying that the majority of children served at the site are children of migrant workers. The site will then operate as an area-eligible or restricted open site, and will be reimbursed for meals and snacks served to all attending children. Migrant sites may serve up to three meals (or two meals and one snack) each day.

### Additional Resources

- Increasing Access to Food and Nutrition for Migrant Children: [http://www.mlap.org/pdf/migrant\\_nutrition.pdf](http://www.mlap.org/pdf/migrant_nutrition.pdf)
- Promising Practices for Ensuring Access to School Meals for Limited English Proficient Families: [http://mlap.org/assets/school\\_meal\\_access\\_limited\\_english\\_proficient\\_families.pdf](http://mlap.org/assets/school_meal_access_limited_english_proficient_families.pdf)
- State Migrant Education Program Contacts: <http://www2.ed.gov/programs/mep/contacts.html>

### **State agencies can help overcome barriers to participation by:**

- Emphasizing that families will not need to submit an application for the Program.
- Explaining that no test of citizenship is necessary to participate.

# Budgeting for Summer 2016

Like a well-run business, the Summer Meals Program requires a budget to establish priorities, control expenses, and allocate revenue. State agencies can share these tips with sponsors during the Program training, encouraging them to conduct a budget assessment before the summer begins. By working together, State agencies and sponsors can build a successful, and financially sound, Program.

## Summer Budget Assessment

Conducting a budget assessment allows sponsors to set specific Program goals, identify potential problems, and compare actual Program costs with the outcomes desired. State agencies should suggest sponsors include the following when assessing their budgets:

### SOURCES OF REVENUE:

- Meal Reimbursements
- Activity Fees
- Food Sales to Adults
- Grants
- Cash Donations

### OPERATING COSTS:

- Food
- Food Service Salaries/Benefits
- Rental of Space/Equipment
- Maintenance of Space/Equipment
- Utilities
- Vehicle Rental/Maintenance

### ADMINISTRATIVE COSTS:

- Staff Salaries/Benefits
- Rental of Office Space
- Office Furniture and Supplies
- Building Maintenance
- Audit Fees
- Transportation
- Insurance
- Legal Fees

For more tips, please see the “Budgeting for Success” Toolkit Page:

<http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Budgets.pdf>

## Unallowable Program Costs

Before conducting a budget assessment, it’s important for sponsors to understand what costs are, and are not, allowable under Program regulations. State agencies should ensure none of the **unallowable costs** listed below are included in the portion of the sponsor’s budget that uses Federal funds:

- Financial losses from uncollectable accounts
- Payments of overclaims, fines, or penalties
- Entertainment
- Capital expenditures
- Vehicle purchases
- Fundraising
- Costs for meals exceeding the number of eligible meals
- Other costs not included in the approved budget

For a full list, please see the “Cost Assessment” Toolkit Page: [http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Assessing\\_Costs.pdf](http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Assessing_Costs.pdf)



## Additional Resources:

- Utilizing Grants & Partnerships to Serve More Summer Meals  
<http://www.fns.usda.gov/utilizing-grants-unique-partnerships-serve-more-summer-meals>
- Staying in the Black: Operate a Cost-Effective Summer Food Program  
[http://frac.org/wp-content/uploads/2010/04/sfsp\\_staying\\_inthe\\_black.pdf](http://frac.org/wp-content/uploads/2010/04/sfsp_staying_inthe_black.pdf)
- Summer Food Service Program Questions and Answers  
<http://www.fns.usda.gov/sites/default/files/SFSP10-2015os.pdf>
- Summer Meals Calculator  
<http://bestpractices.nokidhungry.org/business-model-tool-0>